

CHIEF BUILDING OFFICIAL

DEFINITION:

Under direction of the Community Development Director, administers plan check, building permit processing, City building facilities maintenance, code enforcement, and building inspection programs; provides professional and technical assistance to departmental staff in assigned areas of responsibility; performs related work as required.

CLASS CHARACTERISTICS:

This class provides day-to-day direction of the activities and functions as performed by Division staff as listed above. On a limited basis, plan checking and inspection services may be performed by this position. Successful performance of the work requires skill in dealing with a wide variety of persons including architects, engineers, developers, contractors and homeowners.

IMPORTANT AND ESSENTIAL JOB FUNCTIONS:

1. Plan, organize, assign, direct, review and evaluate staff and activities.
2. Assist in the development and implementation of goals, objectives, policies, procedures, and work standards for the Division.
3. Handle difficult inquiries or community complaints.
4. Perform some plan checking and inspection services, and direct and review the work of staff.
5. Develop and administer the annual budget for the unit.
6. Conduct varied studies, prepare reports of findings, consider alternatives and make recommendations.
7. Prepare a variety of periodic and special reports.
8. Represent the City in meetings with representatives of governmental agencies, architects, engineers, contractors, property and business owners and the public.
9. Monitor developments related to building inspection and code enforcement matters and evaluate their impact upon City operations, recommending policy and procedural improvements.
10. Prepare updated codes for adoption by the City Council to comply with State requirements.

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IMPORTANT AND ESSENTIAL JOB FUNCTIONS (Continued):

11. Coordinate building permit processing with other departments and governmental agencies.
12. Recommend selection of staff and provide for their training and professional development.
13. Participate in legal actions against violators of building codes.
14. Confer with and provide professional assistance to members of City departments on matters related to building inspection and plan checking.
15. Interpret City policies and procedures to employees and is responsible for morale and productivity of staff.
16. Conduct difficult inspections or reinspections.
17. Serve as a member of the Development Review Committee.
18. Coordinating member of City's Emergency Response Plan.

QUALIFICATIONS:

Knowledge of:

1. Principles, practices, techniques of plan checking and building inspection.
2. Applicable city, county, state and federal laws, codes, ordinances, and regulations.
3. Supervisory principles and methods, including goal setting, budget preparation, administration, and training.
4. Code enforcement practices and techniques.

Skill in:

1. Planning, organizing, assigning, directing, reviewing and evaluating the work of assigned staff.
2. Selecting, training, motivating and evaluating personnel.
3. Implementing and interpreting policies, procedures, goals, objectives and work standards.

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Skill in (Continued):

4. Analyzing complex problems, evaluating alternatives and making creative recommendations.
5. Interpreting and explaining complex laws and regulations.

Ability to:

1. Work effectively in outside environments which are often subject to the noise of large equipment and other conditions common to buildings under construction.
2. Exercise initiative and sound independent judgment within general policy guidelines.
3. Establish and maintain effective working relationships with those contacted in the course of the work.
4. Represent the City effectively in meetings with others.
5. Prepare clear, concise and competent reports, correspondence and other written materials.

JOB REQUIREMENTS:

1. Possession of a valid California Class C driver's license in compliance with adopted City driving standards.
2. Willingness to attend evening meetings of appropriate Boards or Commissions or City Council.

OTHER QUALIFICATIONS:

1. Four years of experience in a combination of plan checking, code enforcement and inspection of varied residential, commercial and industrial facilities including two years in a lead or supervisory capacity.
2. Graduation from a four year college or university with a degree in engineering or other related field of study. Related work experience (beyond the minimum four year requirement) may be substituted for up to two years of the required college education, with two years of work experience being equal to one year of college education.

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OTHER QUALIFICATIONS (Continued):

3. Certification as a Building Official by the Council of American Building Officials (CABO) or attainment of this certification within one year of hire.

MACHINES/TOOLS/EQUIPMENT UTILIZED:

1. Automobile
2. Two-way radio
3. Reports, forms, pencils and pens
4. Computer monitor, keyboard and printer
5. Copy machines
6. Fax machines
7. Telephone
8. Keys to City locks
9. Calculators
10. Gasoline pumps
11. Beepers
12. Tape measures, levels
13. Plans, blueprints, maps
14. Camera
15. Microfiche

PHYSICAL DEMANDS:

1. Mobility
2. Driving
3. Speaking/Hearing
4. Seeing
5. Sitting
6. Pulling
7. Lifting and carrying up to 30 lbs.

ENVIRONMENTAL AND ATMOSPHERIC CONDITIONS:

Office Conditions:

1. Indoors: normal office conditions, 60% of the time
Travel: varying conditions, 40% of the time
2. Noise level: conducive to office setting
3. Lighting: conducive to office setting
4. Flooring: low level carpeting
5. Ventilation: provided by central air conditioning
6. Dust: normal, indoor levels

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ENVIRONMENTAL AND ATMOSPHERIC CONDITIONS (continued):

Field Conditions:

1. Outdoors: varying weather conditions
2. Noise level: varying - low to high equipment noise
3. Flooring: asphalt, gravel, concrete, grass, dirt, rock, stairs, etc.
4. Dust: normal outdoor, to high outdoor levels
5. Hazards: inspection areas may contain exposed electrical wiring and mechanical hazards
6. Fumes: inspection areas may contain gasoline, diesel, or sulfur fumes